



INSTITUT JANTUNG NEGARA
National Heart Institute

We are looking for a suitable and qualified candidate for the following position:

MEDICAL ASSISTANT

OBSERVATION & EMERGENCY

Responsibilities

- Receive & evaluate all types of cases for treatment in the Observation & Emergency Department by performing Triage according to guidelines.
- Take brief history, perform vital signs (pulse rate, blood pressure, respiration rate, temperature), ECG, blood investigation & document into Triage assessment form.
- Assist doctor in the emergency treatment such as intravenous therapy, medication, injection, resuscitation, arterial blood gas, urinary catheter etc.
- Transport patient by ambulance and ensure patient safety during transfer.
- Perform calibration & quality control check on Point of Care Tests.
- Be the team leader for every shift & function as a resource reference for Junior Medical Assistants (MA), Front Office Assistants (FOA), drivers and attendants.
- Responsible for ordering, receiving & proper storage of all drugs including DDA.

Requirements

- Possess Diploma in Medical Assistant & Registered with Malaysian Association of Medical Assistants.
- Having Post Basic Course is an added advantage.
- Possess knowledge in Cardiology, Cardiothoracic Nursing & Infection Control.
- Good communication skills & must be able to read & write in English & Malay.
- Possess Basic Life Support (BLS) certification.
- Experience in general medical & nursing experience is an added advantage.

Closing Date

26th October 2021

**Talent Acquisition Unit
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**